

Request for Proposal
ASD E-Rate Bid 2021



Alcorn School District
31 CR 401
Corinth, MS 38834

Introduction

Objective

The Alcorn School District (hereinafter referred to as "ASD") intends to replace our existing network switches and upgrade our fiber optic infrastructure. The product lines piloted and approved are Extreme switches and management system. This solution establishes the current standard for the entire district. The evaluation of these pilot projects is complete, and the district plans to continue developing this standard. Building upon this system will create system unity, increase management efficiency, allow seamless visibility, and reduce hardware costs.

The major portions of this project are:

Network Switches

Each site is based on having a 48 and 24 port POE enabled Extreme switch or equivalent at the MDF and IDFs. These switches shall be stacked and contain enough ports for each CAT6 drop to be live. Network closets shall be connected at 10Gbps.

Fiber Optics

It is our intention to update a fiber connection between all network closets that have existing copper connections to OM3 10 Gig capable connections. New Fiber rated OM3 or higher are to be run between all identified network for 10Gig connectivity between network closets.

Cabling

During the fiber and network switch installation, we want to take the opportunity to organize and clean up our network closets. A list of closets to be cleaned up will be given at the mandatory vendor walkthrough. We intend to purchase new patch cables and reorder switches in an advantageous and efficient way within the network racks. At least one rack will be relocated.

Racks

It is our intention to upgrade racks from 2-post to 4-post in most MDF locations as well as some IDF locations. A list of these locations will be provided at the mandatory vendor walkthrough.

UPSs

Proposed UPSs must be APC or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all licensing, support and startups service needed for the project upgrades.

Renewal License

Renewal license should be quoted for existing equipment as detailed in the attached "Exhibit A" if applicable.

Cabling and Rack Specifications

Cabling

- All copper cable and cabling components including jacks and patch panels used in this proposal will be Category 6 rated.
- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, racks, etc.)
- If the racks in the IDF or MDF are not large enough to accommodate the additional Cat 6 patch panel, racks should be quoted. All racks and/or cabinets should be of sufficient size to accommodate the existing and newly proposed switches and E-Rate eligible equipment.
- Bid must include cost of labor and installation.
- Any cables run by the vendor will be terminated into a patch panel and labeled.
- Colors of cabling and patch cabling will be supplied at the mandatory vendor conference.
- Vendor must supply 20-year manufacturer's warranty.
- Proposed fiber runs should be multi-mode unless distance requires single mode
- Fiber runs should be 10Gbps capable
- Fiber run proposals should include all necessary components for termination, connection to equipment and full functionality of the fiber connection
- Closet cleanup and closet relocation will be addressed at the mandatory vendor conference

Wiring Information

Drop Ceilings

Cable can be bundled without any conduit, but it must be off the ceiling using hooks or cable trays

Open Ceilings

The cable may be run out-of-sight along the beams if needed or in cable trays.

Walls

If cable is run along an open wall, it must be in Panduit or similar enclosure to match wall.

Cable

New, additional cable must be rated as Cat 6. Fiber type must be OM3 multi-mode unless otherwise specified.

Managed Internal Broadband Services

The Alcorn School District is seeking proposals for Managed Internal Broadband Services as defined in the 2021 E-Rate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, etc. The Managed Service contract will cover any E-Rate eligible equipment currently installed as well as newly installed equipment as a result of this RFP. The Managed Services contract will cover E-Rate eligible equipment ONLY and any Service or support provided for Ineligible equipment must be covered and invoiced under a separate contract.

The District will determine the estimated number of hours needed for each funding year. For example, for the 2021 funding year, the District might estimate that it needs five (5) eight (8) hour days per month and for the 2022 funding year, the District's estimate of needs may be two (2) eight (8) hour days per month. The District reserves the right to select the appropriate number of hours (size of the block) for each funding year during the 5-year contract based on the District needs at the time of 471 submission to USAC each year.

Contracts will have a 5-year term from July 1, 2021 through June 30, 2026. If the project is not funded until after July 1, 2021, the contract will be in effect from the day of notification of funding from USAC until June 30, 2026. The Alcorn School District will not be responsible for any charges for months prior to a funding commitment from USAC. The contract is also contingent upon annual funding by USAC. If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Proposals should include an hourly rate for onsite support and an hourly rate for remote support. If travel is charged for onsite support, please be sure to indicate travel charges in your pricing proposal.

Please provide a narrative describing your Managed Services to include remote network monitoring capabilities, reporting capabilities, trouble ticketing procedures, availability and response time if an engineer is required on site.

The District seeks a unified, integrated and qualified proposal that addresses the installation, monitoring and customer/client training related to the specifications defined in this RFP. All proposals are to meet or exceed these specifications.

Proposing vendors must include manufacturer maintenance and support options for 1 year, 3 year, and 5 year.

The District requires that any responding vendor that intends to propose an alternate solution provide an onsite demonstration of their planned proposed solution. These will be pre-proposal demonstrations for the district to review optional alternative solutions. Each responding vendor is required to submit a "Letter of Intent to Bid" document by the date specified in the "Schedule of Events" section. The "Letter of Intent to Bid" shall include the manufacturer brands and product lines the vendor is proposing. Vendors proposing alternate solutions will then negotiate the date and time for the onsite demonstration.

All aspects of this project must comply with the Federal Communication Commission's competitive bidding requirement for Universal Service Fund (USF) support and services. Service is to coincide with Educational Discount Rate (E-Rate) for Internal Network Services funding (07/01/21 – 06/30/22). The successful bidder agrees to receive a portion of the payment directly from the Universal Service Fund (USF), and/or its agents, and/or the Schools and Libraries Corporation (SLC). The ASD and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements. Should E-Rate funding become no longer available, the ASD may terminate this agreement at any time throughout the term of the agreement by notifying contractors in writing.

Contact Person for this RFP is:

Dylan Lambert
Alcorn School District
31 CR 401
Corinth, MS 38834
Phone: 662-286-8833
e-mail: dlambert@alcornschools.org

Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor. The bids should be submitted on or before **February 12, 2021, 10:00 A.M. CST**. Bids not received by this date and time are automatically disqualified from consideration. Bid Proposals must be submitted in a sealed envelope with the company name, bid due date and time, and the words “**ASD E-Rate Bid 2021**” all clearly noted on the outside. All bids **MUST** be submitted, to Dylan Lambert, Alcorn School District, Corinth MS 38834 or by hand at the BID opening.

Event	Date
Release of RFP to Bidders	January 13, 2021
Letter of Intent Due	10:00 A.M CST January 25, 2021
Deadline for Proposal Submission/Bid Opening	10:00 A.M CST February 12, 2021
Walk-through for Bidders who plan to submit	9 AM CST, January 27 and 28 2021

Scope of Work

Due to the complexity and interoperability of the proposed solution with the existing Extreme standards, the district is seeking a single vendor to provide all products and services requested.

We expect a complete turnkey solution and expect the awarded vendor to perform all duties for a fully functional system. This scope of work includes but is not limited to the items below.

Coordinate and manage the entire project and engage all necessary parties including but not limited to District office staff, building level staff, and other telecommunications companies, Internet Service Providers, and network equipment manufacturers.

Schedule monthly project status conferences with appropriate ASD staff.

Coordinate a thorough site survey of each location prior to installation.

Install designed and approved network cabling. Coordinate scheduling with consideration of impact on the instructional programs or existing services to include after normal school and work hours

CAT6 and Fiber Certification. Results shall be published and given to the district. Must also provide maps with port names and locations.

Upon completion of the cabling portion of the project, perform a final walk through with ASD.

Install and configure network switches and management solution. Configure VLANs, QoS, routing, security policies, and other items at the direction of the ASD technical staff.

Install and configure all Wireless Access Points, Controllers, and management software. Configure SSID's, VLANs, policies, and security at the direction of ASD technical staff. Must label all equipment and switches and put as description in switch configuration.

Include manufacturer representatives to commission both the wired and wireless systems and approve proper installation and configuration.

Perform adequate training for ASD technical staff.

Site Summary

Site	Address
Alcorn Central Elementary	20 CR 254, Glen, MS 38846
Alcorn Central Middle School	8A CR 254, Glen, MS 38846
Alcorn Central High School	8 CR 254, Glen, MS 38846
Biggersville Elementary School	571A Highway 45, Corinth, MS 38834
Biggersville High School	571 Highway 45, Corinth, MS 38834
Kossuth Elementary School	14 CR 604, Corinth, MS 38834
Kossuth Middle School	17 CR 604, Corinth, MS 38834
Kossuth High School	15 CR 604, Corinth, MS 38834
Alcorn Alternative School	2101A Norman Rd, Corinth, MS 38834
Alcorn Career & Technology Center	2101 Norman Rd, Corinth, MS 38834
Alcorn School District Bus Garage*	
Alcorn School District Administrative Office*	31 CR 401 Corinth, MS 38834

Maintenance, Support Services, and Training

Reporting Problems

The vendor must provide a toll-free number and email address for use by the ASD for reporting and obtaining problem resolutions.

Performance Guarantee

If the vendor fails to meet performance specifications or provide such support services, the ASD can request the termination of the contract with written notice. After written notice has been given, the vendor will have 14 days to correct the situation. Failure of the vendor to correct the situation will be just cause to terminate the contract. Unsatisfactory service will be reported to the Schools and Libraries Division E-Rate Services

Insurance

All vendors must be licensed, bonded and insured to do work in accordance with state and local codes. Within ten (10) days after notification of award, the vendor shall furnish to the ASD a signed contract and Certificate of Insurance showing compliance within the following limitations:

The vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi. It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after the ASD has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."

The vendor shall maintain other insurance that shall protect the vendor and ASD from any claim for property damage or personal injury, including death, which may arise out of operations under this contract.

Workmanship

All work shall be performed in a professional manner. Personnel from the ASD may observe the work procedures and workmanship of the vendor, but such observation will not relieve the vendor from any responsibility of performance or constitute acceptance of the work performed. The vendor shall be required to maintain a clean and safe work environment.

The vendor and his representatives shall follow all applicable school district regulations while on the ASD property, including the no smoking, no weapons, and drug free policy. No work shall interfere with school activities or environment unless the District Technology Coordinator gives permission. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. The ASD reserves the right, with sole discretion, to refuse to allow any representative of the vendor to service the contract in any manner. In this event, the vendor shall furnish another representative that is acceptable

to the ASD. Examples of reasons for refusing to allow a vendor representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any school personnel or students.

Vendor Qualifications

- Vendor must be a certified partner of each component of the proposed solution; in good standing with manufacturer; and able to provide/supply all products and services proposed. Please include documentation in response packet.
- Vendor must be an authorized dealer in the State of Mississippi for products proposed.
- Vendor must have a State of Mississippi General Contractor's License specialties in low voltage category. Proof of this license must be included in the bid response.
- Vendor must have a Registered Communications Distribution Designer (RCDD) on staff that will be responsible for the infrastructure design of the project. Please include documentation in response packet.
- Vendor key cabling staff must have a minimum certification of BICSI installer 2, Copper. Please provide documentation in bid response packet.
- Vendor must have sufficient network expertise and certifications for installations of equivalent size and scope. Please provide documentation in bid response packet.
- Vendor must submit the name and resume of the staff member who will be assigned as Project Manager.
- Vendor must submit the name and resumes of the key staff members who will be assigned to the project.
- It is preferred that the vendor has extensive knowledge and experience working with school systems within the state. Vendor must have been in business for a minimum of 3 years

providing services as described in this RFP. Vendors are required to provide evidence that they meet this qualification with the RFP response.

- Vendor must include manufacturer representatives to commission both the wired and wireless systems and approve proper installation and configuration. Vendor must include a letter from the manufacturer addressing this requirement.
- Vendor must have certified staff employed and not subcontracted.
- To ensure the highest level of quality possible, all bidders must hold the ISO 9001:2008, ISO 2015, or ISO 9004:2009 (collectively referred to as “ISO-9001 certification”). The ISO-9001 certification requirement is a pragmatic step to ensure this organization purchases from a quality bidder. ISO 9001 is the world’s most widely recognized quality management system (QMS) certification. Over one million companies are certified in over 170 countries. ISO 9001 defines requirements for companies who are committed to ensuring that their products and services are of the highest quality possible. The bidder’s legal name **must be listed on the cover page of the official ISO-9001 Certificate of Registration** or the bidder must be an **affiliate** of the firm listed on the official ISO-9001 Certificate of Registration. An affiliate is defined as a firm who directly owns and controls or is under common ownership and control with the firm listed on the official ISO-9001 Certificate of Registration. Common ownership must be a minimum of 25% equity control. If an affiliate firm is listed on the ISO 9001 Certificate of Registration, the bidding firm must submit a letter detailing the affiliate relationship between the two firms.
- Vendors are required to provide evidence that they meet these qualifications with the RFP response.

TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

Response Submission

Responses to this RFP must be submitted in sealed packages and delivered to Dylan Lambert, 31 CR 401, Corinth, MS, 38834 no later than **10:00 AM CST on February 12, 2021**, so that this RFP is in compliance with the Federal Communication Commission's competitive bidding requirement for Universal Service Fund (USF) support and services. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Alcorn School District will reject all late arrivals. The Vendor must submit one (1) copy of the response along with any required supporting documentation. Proposals shall be submitted in binders with sections tabbed for easy reference. An electronic version of the response should be provided on a flash drive. "ASD E-Rate Bid 2021" should be clearly marked on the face of the envelope containing the bid. Failure to comply with this may cause the bid to be miss-directed and therefore not to be considered. Responses must be for the entire project. No substitutions or partial bids will be allowed. Oral, telephone, faxed or telegraphic bids shall not be considered, nor will modifications of bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract. Bids made out in pencil will NOT be accepted. Bid must be notarized.

Costs Associated with Preparation of the Vendor's Response

The Alcorn School District will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

Vendor Registration with the Schools and Libraries Corporation

The Vendor is required to file with the Schools and Libraries Division (SLD) for reimbursement under E-Rate guidelines. If the Vendor fails to file the appropriate forms with the SLD, the ASD is not responsible for the discounted portion of the Vendor's bill. The Vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations. Vendor is responsible for supplying SLD SPIN with this proposal and applying to the SLD for payment of the SLD discounted portion of the cost. ASD will ONLY pay the ASD discounted portion of the costs.

Funding

The Alcorn School District desires to purchase services using funds made available to the School System through the Federal Communications Commission E-Rate. Acceptance of the proposal by the ASD and approval from the MS Public Procurement Review Board will initiate a contract with the Vendor, which will include an option to dissolve the agreement in writing if the Vendor does not provide quality and dependable Network Infrastructure, Switches and Wireless. The ASD will not pay its portion until service has been successfully completed. It is the Vendor's responsibility to request funds from the SLD for approved e-rate funds. ASD will not be required to pay the portion to be paid by the SLD. Vendor is responsible for filing necessary e-rate vendor paperwork. The Alcorn School District is not going to be responsible for timeliness of

payment by SLD. Because ASD is Mississippi tax-exempt, no taxes, whether local or state, imposed on services herein provided may be passed on to ASD by the vendor.

The Alcorn School District reserves the right to purchase products and services from the winning bid response during the term of the subsequent contract using alternate funding sources if alternative funding becomes available during the contract term.

The Alcorn School District requires that the winning bidder provide the USAC Service Provider Invoice (SPI) method for invoicing.

Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance and training manuals, tools, and the provision of all labor and services necessary or proper for the completion of the work

Detailed list and Drawings

Pricing must include a detailed list of number of ports, fiber and type of fiber connection for MDF and IDF. Include drawings of interconnect switches, access points with proposed placement.

Evaluation of Responses

The Alcorn School District may, at its discretion and at no fee to The Alcorn School District, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. Each proposal will be evaluated based on criteria and priorities defined by the Alcorn School District. Proposals will first be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

1. Price Considerations
2. Comprehensiveness of proposal submitted.
3. Detailed walkthroughs and analysis of each site
4. Vendor's ability to meet all the requirements detailed in the RFP.
5. Vendor's ability to provide a turnkey solution without subcontractors.
6. Vendor's overall experience and performance record based on available references, reliability, and evaluation of Vendor qualifications.

References

The Alcorn School District may, with full cooperation of The Vendors, visit client installations to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through The Vendor.

Equal Employment Opportunity

In connection with the execution of this Contract, The Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendors shall take affirmative action to ensure that minority

and disadvantaged applicants are employed, and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

Safety

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards. The Vendor shall indemnify and hold harmless The Alcorn School District from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and court costs) which may be imposed on The Alcorn School District because of The Vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

Subcontractors

It is the preference of ASD to award this project to a single vendor without subcontractors. However, in the case that a subcontractor is proposed, detailed subcontractor information must be included in the RFP response. All RFP sections regarding vendor qualifications, performance, insurance, workmanship, references, equal employment opportunity, safety, and all other vendor requirements shall apply to all subcontractors as well. A list of subcontractors and documentation per subcontractor must be provided with vendor's response.

Right to Reject

The Alcorn School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Alcorn School District. The Alcorn School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The Alcorn School District reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of The Alcorn School District is not in a position to adequately perform the contract.

The Alcorn School District reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of Alcorn School District. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Alcorn School System.

This bid contract is subject to the approval of E-Rate funding from the Schools and Libraries Division (SLD) and the MS Public Procurement Review Board.

STORED MATERIALS

Any materials stored on the job site shall be the Vendor's responsibility. ASD will consider equivalent products or alternate products provided that the proposed solution seamlessly integrates into the existing standard with no loss of efficiency, features, or functionality.

POTENTIAL VENDOR PROFILE

Information may be typed below or attached to this document.

Corporate Name and Address

The vendor shall list their full corporate name and address. The vendor shall also state their status, i.e. manufacturer, distributor agent, contractor, etc.

SPIN Number (from Schools and Libraries Division E-Rate)

Sales, Installation and Support Office

The vendor shall list their office that will support the installation.

Product/Services Offerings

The vendor shall briefly describe its products and services and lines of business.

Warranty Information

Vendor should list warranty coverage and any additional cost for warranties as well as any reoccurring operating costs for updating and maintaining the system and accessing support. Vendor should include any requirements for specialty techs to operate or maintain the solution.

Terms

Provide information about payment terms.

Availability of Phone Support

List the phone number(s) and daily hours your staff will be available for technical support.

Evidence of ability to provide on-site service

Explain how your company will be able to provide same day and/or next day on-site service.

References

Please list at least three references, preferably schools, (including contact information) for which you have provided similar goods or services

Attachments

Please attach specifications of any item that differs from the specified items on the bid.

Bid Response Form

Bid Response

Vendors must use the following form/format to quote its price. Complete one of these forms per site.

Site Price Sheet

Page < > of < > for <ENTER SITE NAME>

ASD E-Rate Bid 2021

Site _____

Product/Service/parts	Part Number	QTY	Unit price	E-Rate Eligible Yes/No	Extended Price
Site SUBTOTAL					

Overall Bid Price Sheet
Network Infrastructure Project

Site Name	Erate Total Bid	Non- Erate Total Bid	Total Bid
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Grand Totals:	\$	\$	\$

Unit Price Sheet

Network Infrastructure Project

Enter unit pricing information for all items and services proposed. ASD reserves the right to use these prices for price comparison or to alter the proposed bill of materials above.

[illegible]

Certification of Compliance with Specifications

Having carefully examined the Request for Proposal documents prepared by Alcorn School District entitled, **ASD E-Rate Bid 2021** and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for the total price shown and under the terms of the attached agreement. **It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products.** In submitting this proposal, it is understood that the right is reserved by The Alcorn School District to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening thereof.

The Undersigned person declares that he/she is the legally authorized to bind the firm hereby represented, and that the firm being represented is authorized to do business in the State of Mississippi, and hereby certifies that he/she has examined and fully comprehends the requirements of and specifications for the Alcorn School District.

We propose to furnish said items or services quoted and guarantee that, if the order is placed with us, we shall furnish said items in accordance with your specifications and requirements unless otherwise stated.

The Undersigned person declares that the firm being represented is in “green light” status with the FCC.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ FAX _____

Authorized Agent Name

Title

Authorized Agent Signature

Date

Email Address

SPIN Number

Authorized Agent Telephone Number

This RFP Must Be Notarized

Sworn and subscribed before me this

_____ Day of _____

Notary Public